

Pre-College Intensive

Camp

Handbook

PENNSYLVANIA
THEATRE
INSTITUTE



AT
WEST CHESTER UNIVERSITY

Welcome to Pennsylvania Theatre Institute!
We're so glad you're here!

Dear Students, Parents, and Guardians:

Welcome! We're so excited to meet you.

Thank you for taking the time to carefully read through this camper handbook. It outlines some useful policies and procedures that will help keep all of us happy, healthy, and safe. We're so glad that you've chosen to spend this time with us at WCU.

Love,
Katherine, Charlie, Rachel, Tai, Rob, Gina, and the staff at Pennsylvania
Theatre Institute at West Chester University

About the Program

The Pre-College Intensive at Pennsylvania Theatre Institute is a ten-day summer training program for motivated high school students interested in the study of theatre arts. In this immersive experience on the campus of West Chester University, students take courses taught by university professors and professional artists, rehearse in our world-class facilities, engage in audition preparation workshops, and perform in a showcase for friends, family, and invite guests.

We focus on our students, and we focus on process. While we will spend rehearsal hours working towards the goals of a package audition and a final showcase performance, we believe the true heartbeat of the program lies in the classroom. Our instructional staff, which is composed of both university professors and working professional artists, believes that each student deserves a learning environment that encourages curiosity, rigor, artistic risk-taking, and growth. Lesson plans are tailored to meet our student cohort's individual needs, and designed to challenge our students towards further exploration and self-discovery. Our curricular goals are varied and diverse, with courses and master classes spanning acting, voice, movement, dance, improv, design, audition prep, puppetry, stage combat, and musical theatre.

We value generosity, curiosity, patience, kindness, and hard work as essential qualities in any young artist, and ask that all our students hold themselves and others to these standards. If you are supportive of your fellow ensemble members, motivated by hard work and rigorous study, and curious about how to further develop your skills and artistic voice, this program is for you.

There is no audition required to obtain admission to this program.

Culminating Events

There are two important days that serve as culminating events for the Pre-College Intensive.

On Wednesday, July 13th, all students will perform their package auditions (a classical monologue, a contemporary monologue, and a 16- or 32- bar cut of a musical theatre song) for a panel of invited adjudicators from area college and university theatre programs. Following the "mock audition" day, our adjudicators will provide written feedback to each student, as well as sit on a panel discussion about what to expect from the college audition process, and discuss choosing the best program for your goals and needs. This is an event that is open to invited adjudicators only. (IE: No need for parents to attend).

On Friday, July 15th, all students will perform in a **Final Showcase Performance** which is a celebration of all the work that has occurred throughout the intensive. Monologues, scenes, and songs will be shared with an invited audience of parents, family, friends, and guests. We are thrilled to invite you to share in this celebration with our students! A brief reception and move-out will follow. More details will be shared via email as we approach the event.

What to Expect – Daily Schedule

Our typical camp day schedule looks something like this:

8:00 – 9:00 Breakfast
9:15 – 9:45 Morning Meeting and Warm-Ups
9:30 – 11:00 Class Block 1
11:00 – 11:15 Break
11:15 – 12:45 Class Block 2
12:45 – 1:45 Lunch
1:45 – 3:00 Master Class Block
3:00 – 3:15 Break
3:15 – 4:45 Class Block 3
4:45 – 6:00 Dinner
6:00 – 9:30 Rehearsal
9:30 – 10:30 Wind-down in dorms
11:00 pm Curfew

Many days at the Pre-College Intensive will follow this basic schedule, but it is subject to change. Weekend days, move-in day, audition day, field trip days, and showcase days will have slightly different schedules and routines.

These days are long, and they are rigorous. But we believe they are the best kind of rigorous. If you are energized and excited by a challenge, this program will be a good fit for you.

Working in an Ensemble

The Pre-College Intensive caps at only twenty students, who will often work in smaller group sizes for many classes. We believe that small class sizes are a critical part of engaging with each student to meet their individual goals and needs. We want to get to know each of you as young artists and young people, and keeping our class sizes small is a way to ensure that we create a space that values everyone individually.

As much as we are invested in each student individually, we also place a strong value on ensemble. We don't believe in creating young stars; we believe in creating young artists. Learning how to support others is as much, if not more valuable, than any other skills we teach in this program.

People You'll Meet

You will spend a lot of time with our core teachers: Charlie, who teaches acting; Rachel, who teaches Voice + Movement; Tai, who teaches Classical Text; and Rob, who teaches Improv, as well as Gina, our accompanist who will join us as we start to perform our musical theatre songs. (You can learn more about our faculty by visiting our website). You'll also meet Katherine, our Managing Director – she's the person onsite every day to be sure that everything is running smoothly, and we all have everything we need.

Additionally, we'll introduce you to some guest teaching artists for our Master Classes, who will be introducing skills you might not be familiar with. Master Classes are taught by WCU Faculty Members and/or working professionals, and they span all kinds of special topics and interests. Previous classes include fight choreography, special effects makeup, dialect work, Latin dance, clowning, technical theatre, design, and puppetry for the camera.

One master class will be taught by Kim Carson of Kim Carson Photography. Kim is both a professional musical theatre artist (she's currently appearing as The Witch in the Arden Theatre Company's production of *into the Woods*), as well as a professional headshot photographer! We'll be learning from Kim about how to take a great headshot, and then she'll do a mini-session with each student. All students will leave with a professional headshot (digital downloads with minimal retouching) that they can use in the future.

Perhaps the most important folks you'll meet this year are our Apprentices. They are Jessie, Matt, AneLisa, and April – current WCU students in the Department of Theatre + Dance. Think of them as your mentors, big siblings, and RA's – the people who attend classes with you, run lines with you, give tours of the campus, hang out with you in the dorms, and generally being available when questions or needs come up. If you have questions about their experiences with the transition between high school and college, don't hesitate to ask: they were in your shoes not that long ago, and are happy to share any insight or advice they have to offer.

Living on Campus

The Pre-College Intensive is a fully residential program. **All students are expected to reside on campus for the duration of this intensive.** We encourage our students to view their brief time on campus as an important trial run for their future college experience.

All students will share a room with a roommate, matched according to a questionnaire. (See the link in your parent/guardian's email to get started). Roommate requests will be honored only by the mutual request of both parties.

Requests to leave campus for any reason must be made with Managing Director Katherine Fritz by emailing katherine@pennsylvaniatheatreinstitute.com, preferably with advance notice.

In general, students will be expected to remain on campus at all times unless an alternate arrangement has been made with a parent or guardian, or unless a group outing is pre-approved and supervised by adult staff members.

COVID Safety and Policies

As of June 2022, the COVID policies as outlined by West Chester University (and the State System of Higher Education of Pennsylvania), are available on this website: www.wcupa.edu/healthnotices/

In short, all campuses in the Pennsylvania State System are currently mask-optional. As a program run through the PASSHE system, we are required to adhere to this policy.

We encourage mask-wearing as an important mechanism to keep us safe and healthy. Please do pack masks when coming to camp, and please note that there is always a possibility that if area cases rise, the university may return to a mask-mandatory policy at any time. Other area universities have already made this policy shift for Summer '22, and we ask for your understanding in the event that the policy shifts from mask optional to masks mandated.

We ask that all students take an at-home rapid antigen test **24-48 hours** before their arrival on campus (instructions about how to upload results will be emailed before Move-In Day). Alternately, we are happy to provide each student with a rapid antigen COVID test during move-in. If anyone objects to that policy, please reach out to Katherine who will be happy to discuss any concerns.

In the event that any students develop symptoms, we will have COVID rapid antigen tests available in Katherine's office. Any student who develops symptoms will be asked to test. **In the event that any student tests positive**, we ask that parents/guardians collect their child and take them home to rest up and recover.

If there is a positive COVID test among any students or staff, Katherine will communicate directly with both students and with parents/guardians, and will make COVID testing available to close contacts, and/or any student who wishes one.

We regret that we are unable to refund tuition in the event that a student needs to leave camp due to COVID-19. Because we have already hired our staff and paid all expenses, we simply cannot guarantee refunds. We sincerely hope that this will not be an issue.

Please reach out to Katherine at any time with questions or concerns. We are committed to ensuring safety for all students and camp staff. Thank you for your patience and understanding as we continue to negotiate this "new normal" for us all.

Meals and Meal Plan

All students will be provided a swipe card, which will contain their pre-loaded meals, as well as allow access to their dormitories. All meals will take place in Lawrence Dining Hall. Because it is summer term, the options for dining are not as extensive as they are throughout the duration of the school year, but more information (sample menus, etc) can be found at <https://westchester.campusdish.com/en/LocationsAndMenus/LawrenceDiningHall>

Dietary Needs + Restrictions

The Dining Services Team at West Chester University routinely provides accommodation for all students with dietary restrictions and food allergies. Please inform Katherine ahead of time if your student has any specific needs.

Religious Services

Students who wish to attend religious services over the weekend are more than welcome to do so. Please contact Katherine before the start of camp so she can prepare for student absence, and arrange transportation if necessary.

Money, Valuables, and Technology

Tuition covers the cost of room and board, and the cost of all classes and field trip expenses. Students may wish to bring spending money to cover the occasional vending machine trip, pizza delivery, or group outing to the campus Starbucks.

Likewise, students may wish to bring valuable items with them to campus, including electronic devices. Students who wish to bring electronic devices for the purposes of study (ie: laptops or tablets for note-taking and research) are encouraged to do so, though this is by no means a requirement. Please note that Pennsylvania Theatre Institute is not responsible for lost or damaged valuables, including money or electronics. Cell phones are welcomed, but not to be used during classes or rehearsals.

Clothes you might want to pack!

We'll be moving our bodies in dance classes and acting workshops, and walking outdoors on a daily basis. Students should pack clothes they can move around in easily, and do not constrain them unnecessarily (ie: if you can't roll around on the ground in it, it's not a great choice!) **Closed-toed shoes you can walk in** are a must.

It's a good idea to pack three "nicer" outfits:

- Something nice (at least from the waist up!) for Headshot Day. Generally, you want to avoid bold logos, big patterns, neon colors, or loud stripes – when in doubt, keep it simple.
- Something nice for Audition Day. Generally, you want something that you feel confident in – something that looks and feels good on your body, and that you have a full range of movement in.
- Something nice for Showcase Performance. Similar rules apply: you want to choose something that you feel super-confident wearing, that looks a bit 'dressed up,' and that you can sing, act, and move in comfortably.

Feel free to reach out if you have questions. We also encourage you to pack extra options -- our staff is happy to help you choose what might work best.

WHAT TO PACK *(Remember, it's only ten days!)*

BEDDING:

- Sheets (XL Twin)
- Blanket or Comforter (XL Twin)
- Pillow(s)

TOILETRIES:

- Whatever your typical toiletry bag looks like: shampoo, toothbrush, etc.
- Makeup and/or hairstyling supplies for headshots/performance days
- Towels
- Soap

CLOTHING:

- Clothes to move around in (t-shirts, athletic wear)
- Summer-weather clothes (shorts, t-shirts)
- Sweatshirt and long pants (in case there's a chilly day or two)
- Pajamas
- Rainy-day options (in case you've got to haul it to class in a downpour!)
- Closed-toed shoes
- Face masks
- Three "nicer" outfits for headshot, audition, and performance days
- Enough clean underwear, socks, etc to last for ten days **

SUPPLIES:

- Reuseable water bottle
- Yoga Mat
- Pen, pencils, notebook
- Highlighters
- Any medications you take (please inform us via the Medical Release Form ahead of time)

OPTIONAL:

- Mattress Pad (XL Twin)
- Extra lamp and lightbulb
- Laptop computer or tablet
- Shower shoes
- Umbrella
- Any other small object or item that makes you feel at home (stuffed animals, framed photos, cozy socks, etc).
- Snacks that don't require a fridge or a microwave (please also bring a bin or container with a sealable lid to store them in. We get it; sometimes you just need a late-night Oreo).

OPTIONAL (Continued)

- Spending money for vending machines or late-night pizza delivery
- Eye mask, ear plugs, noise machine, or anything else that helps you sleep
- Gym clothes or workout gear for the fitness center
- Clothes Hangers (for any clothes you wish to hang)

YOU DON'T NEED TO BRING:

- TV Set (You're welcome to, but you really don't need it. There are TV's in the lobbies and in common areas, and WiFi for streaming to devices).
- Fridge or Microwave (There is a community kitchen in each dormitory, but you'll be eating meals in the dining hall, so you really won't need to worry about this. Snacks that don't require refrigeration or microwaving are OK to bring; please also bring a bin or container with a lid to store them in).
- Decorations for your room (Again, you're only here for ten days. If you really feel strongly that the room needs a little something something, THUMBTRACKS ONLY – no command hooks, tape, or that blue poster goop).

THESE ARE THE THINGS WE LEGALLY HAVE TO TELL YOU NOT TO BRING:

- Appliances of any kind with an exposed heating element (like a hot plate or George Foreman grill)
- Candles or incense
- Command hooks
- Extension cords/power strips not approved by the college
- Pets (including fish and rodents)
- Lofts or lofting kits
- Water beds or Aquariums
- Street signs or neon signs
- Weapons (including paintball guns, BB guns, knives, etc)
- Explosive materials (fireworks, etc)
- Illegal Substances or Paraphernalia
- Large Furniture Items

** Coin-operated laundry machines are also available for your use. Please be sure to bring detergent and a laundry bag if you plan to use these facilities. Our Apprentices are here to help if laundry is new for you.**

Safety and Security

Student safety and security is a matter of utmost importance to us. While our program fosters independence and autonomy, and students are encouraged to explore the campus during meal breaks and down time, the staff at Pennsylvania Theatre Institute takes our role as caretakers seriously. As such, there are stringent policies in place to keep all students safe and secure during their stay at Pennsylvania Theatre Institute, detailed in the Code of Conduct in your “Forms and Paperwork” packet.

This is a rigorous training program, with scheduled activities throughout the day. As such, there are relatively few opportunities for students to have unsupervised time. Attendance at all activities, classes, and rehearsals is mandatory.

The Department of Public Safety maintains an active presence on campus throughout the summer months to ensure the safety and wellbeing of all campus residents and visitors.

Automobiles/Transportation

Students will not be allowed to have vehicles on campus, and are forbidden from driving vehicles during the duration of this program. No student is allowed to ride in any vehicle, or take any form of public transit, unless it is an approved part of a Pennsylvania Theatre Institute field trip, which will require written parental permission. We likewise discourage bringing bicycles to campus.

Curfew

All students are required to adhere to a strict 11pm curfew.

Outside Guests and Visitors

Students are not permitted to bring outside guests or visitors to campus, including but not limited to dormitories. Anyone caught violating this policy is subject to dismissal without refund.

While the university is not in full session over the duration of the camp weeks, it is possible that the campus will host other students taking summer classes, other residential camps, or other special events taking place on campus. We encourage all of our students to share campus space with others in accordance with the University Code of Conduct.

Smoking, Alcohol, and Illegal Drugs

Smoking cigarettes, drinking alcohol, and the use of illicit drugs are strictly prohibited. Anyone who violates this policy will be sent home without refund.

Move-In Information

We can't wait to welcome your student to campus!

Students will be living in **Commonwealth Dorm**, located at **715 S. New Street, West Chester, PA 19383**.

On Wednesday, July 6th, please head to 715 S. New Street (between Rosedale Avenue and Wayne Street -- contact us if you need directions beyond your GPS) and look for the brightly colored signs, and the students in t-shirts directing traffic! We will create a "bucket brigade" of apprentices who will gather your belongings and transport them up to your dorm room for you. Please attempt to arrive promptly between **9:00 and 9:30 am**.

Coffee and light refreshments will be provided in the lobby of Commonwealth Hall. Parents are welcomed and encouraged (but not required) to use the block of time between 9:00 and 9:45 to come in, chat with the instructors, ask any questions they might have, and take this opportunity to give some hugs and say goodbyes to their kids. **At 10:00**, student orientation begins.

Parents are welcome to park in any of the metered spaces surrounding the dorms (pay-to-park), or can pull up, unload, and then move the car to a free parking spot about a 4-minute walk away in:

LOT K

Located Behind Sykes Student Union
110 W Rosedale Avenue
West Chester, PA 19383

Final Performance and Move-Out Information

The final showcase performance to share your students' work will take place on the evening of **Friday July 15th**, in the JP Adler Studio Theatre, located in the EO Bull Center for the Arts.

We encourage all parents/guardians to park their vehicles at the EO Bull Center Parking Lot (Lot M) – it is a free and large parking lot.

After the performance ends, all are invited to an “Opening/Closing Night Reception” afterwards. Please join us for snacks and refreshments to celebrate the achievements of our students.

All student belongings will be pre-packed and will have been loaded into the EO Bull Center during the course of the final camp day. At the conclusion of the reception, our staff members will help load all belongings into your cars at the end of the event. We will again “bucket brigade” all student belongings back into your car – all you have to do is pull up the car, and we'll load things in for you.

CONTACTING US

Because we ask that students not bring their cell phones with them into class or rehearsal, parents and guardians should not expect an immediate response on their students' personal cell phones throughout the camp day.

Our camp phone number is **(518) 260-7284**. This is the personal cell phone of our Managing Director, Katherine Fritz, who carries it with her at all times.

In the event that there is an emergency and Katherine does not answer the phone immediately, feel free to call Charlie DelMarcelle, Program Director/Acting Instructor at **(717) 615-6726**. This is Charlie's personal cell phone, which he carries at all times.

Katherine checks email regularly throughout the camp day; email is the best way to reach her for all non-emergency matters.
katherine@pennsylvaniatheatreinstitute.com.

Please do note that cell phone service in the EO Bull Center is occasionally spotty. In the event Katherine and Charlie cannot be reached immediately, the best landline to try is **610-436-3463**. This is the extension for Carolyn Chalmers, the Administrative Assistant for the Department of Theatre + Dance, who keeps regular office hours over the summer.

MEDICINE, ILLNESS, INJURY, & EMERGENCIES

There is not a nurse on-site at Pennsylvania Theatre Institute. If a student needs to administer their own medicine, they **must complete a medication request form**. Pennsylvania Theatre Institute is not authorized to dispense medication to any student.

If a student informs us of an illness or injury, our staff will discern the appropriate level of care and respond accordingly. We will administer band-aids, cough drops, and ice packs at will; anything more serious will require a phone call home to give permission. If you'd like us to be able to provide your child with an over-the-counter medicine if your child requests it, please **fill out the medication request form** to authorize us to do so.

In the event of emergency, we will attempt to contact you as soon as possible. Thank you for providing us with your emergency contact information.

COMMUNITY STANDARDS

We believe that every student has the right to feel safe, supported, and secure. Our camp will always be a place where every young person feels welcomed and included, and is encouraged to thrive.

Camp is a place where students of all genders, races, sexualities, personalities, backgrounds, identities, and experiences are welcome. When we respect ourselves and others, we create a community that is caring, kind, inventive, and joyful.

To that end, anyone who violates our community standards by engaging in behavior that is inappropriate (physical or non-physical violence, bullying, sexual harassment, misconduct, or aggression) will be dismissed without refund.

about the dorms...



Renderings are an artist's conception and are intended only as a general reference. Features, materials, finishes and layout of subject unit may be different than shown. 3DPlans.com

Some students will be housed in what's known as a "4 x 1." This means a dorm with two bedrooms (two beds apiece), connected by a shared bathroom. Which is good news ... no walking down the hall in your flip-flops!



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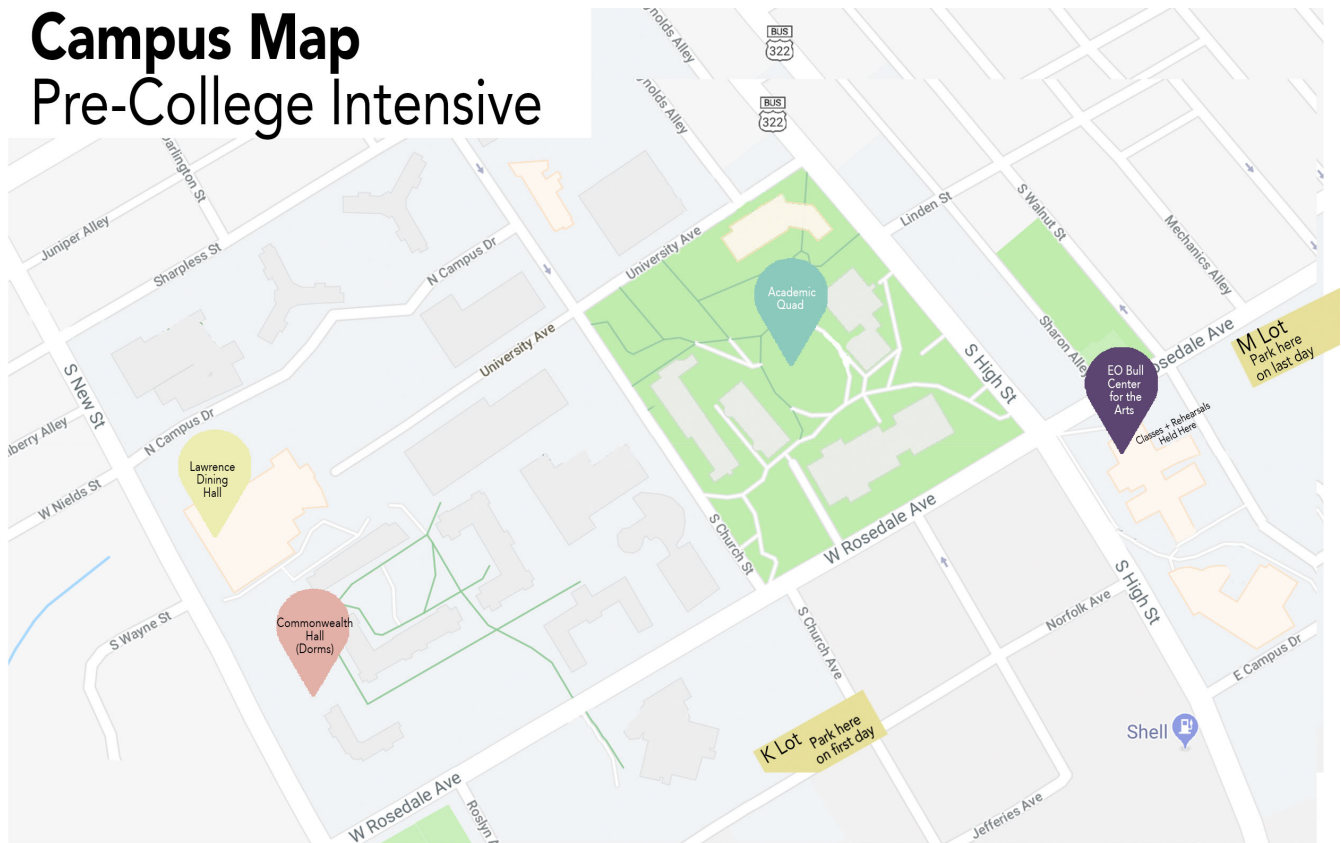
Other students will be housed in what's known as a "3 x 2." That means a set of three bedrooms (two beds apiece), connected by a shared suite, with two bathrooms to share between six students.

Commonwealth Hall is located at **715 New Street, West Chester, PA**. It is the newest dorm on campus, and features a lot of amenities like study lounges and meeting rooms, free laundry facilities, wireless internet, games and fitness areas, and a large outdoor patio space. Some images below, with more at www.ushcommunities.org/communities/commonwealth-hall-3/



Campus Map

Pre-College Intensive



Commonwealth Hall

Student Housing; the dorms where you and your roommate will sleep + hang out.

Lawrence Hall

The Dining Hall; where you'll eat meals (except, of course, on pizza party day!)

Academic Quad

Beautiful green space where you'll walk each day between classes and dorms.

EO Bull Center for the Arts

Our state-of-the-art facilities. Classes and rehearsals are held here.

There are plenty of other places to explore over the course of our stay on campus, but there are the big ones you'll want to know about. A clickable, interactive campus map can be found at www.wcupa.edu/campusMap/

PRE-COLLEGE INTENSIVE

(PRINT THIS PAGE AND KEEP IT HANDY)

Camp Dates: **July 6 - July 15, 2022**

CULMINATING EXPERIENCE

Showcase Performance
7pm
JP Adler Studio Theatre

did you...

Review and start to pack for camp?

Fill out the student questionnaire?

Check out the *Audition Materials Database?*

EMAIL

katherine@pennsylvaniatheatreinstitute.com
cdelmarcelle@wcupa.edu

PHONE

717-615-6726 Charlie Delmarcelle, Personal Cell
518-260-7284 Katherine Fritz, Personal Cell

STAFF LIST

Charlie DelMarcelle | Camp Director, Acting
Katherine Fritz | Managing Director
Rachel Camp | Voice + Movement
Tai Verley | Classical Text
Rob Cutler | Improv
Carolyn Chalmers, Administrative Assistant

ADDRESS: E.O. Bull Center
2 E. Rosedale Avenue
West Chester, PA 19383
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